

## GOALS Short Track Training Hour Requirements for Managers

Acceptable training courses for the GOALS Certificate of Excellence include training sponsored by the Wisconsin Department Public of Instruction School Nutrition Team (DPI SNT), The Institute of Child Nutrition (ICN), or USDA's Food and Nutrition Services (FNS). Other training may be credited with DPI approval. Wisconsin Department of Health Services/Wisconsin Department of Agriculture, Trade, and Consumer Protection (DHS/DATCP) food manager certification may be counted as 8 hours of food safety training.

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| <b>GOALS Training Hours – Existing Manager</b>  |                       |
| <b>Existing Manager with nutrition degree – 45 training hours</b><br>Nutrition degree such as an RD, DTR, CDM, etc.<br>Or<br><b>Existing Manager without nutrition degree – 55 training hours</b><br>An additional 10 hours of nutrition training are outlined at the end of this document.<br>For New Hire Managers without a nutrition degree, please complete the 75 hour GOALS training track for Managers. |                       |
|   | <b>Training Hours</b> |
| <b>NUTRITION</b>  |                       |
| MENU PLANNING – 11 training hours required  |                       |
| Meal Pattern ( <b>Face-to-Face Training: SNSDC Required</b> )   | 8                     |
| Special Diets and Food Allergies: Basic Training  | 2                     |
| USDA Foods  | 1                     |
| <b>Total Training Hours Nutrition (Code 1000)</b>   | <b>11</b>             |
| <b>OPERATIONS</b>   |                       |
| SERVING FOOD – 10 training hours required   |                       |
| Food Production Records   | 2                     |
| Portion Sizes   | 1                     |
| Offer vs Serve  | 2                     |
| Culinary Skills   | 4                     |
| Ergonomics  | 1                     |
| CASHIER AND POINT OF SERVICE – 2 training hours required  |                       |
| Point of Service, Identifying Reimbursable Meals and Protecting Student Identity  | 2                     |
| PURCHASING AND PROCUREMENT – 4 training hours required  |                       |

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| DPI SNT SNSDC Procurement Class   | 4         |
| <b>FOOD SAFETY AND HAACP – 8 training hours required</b>                          |           |
| ServSafe Certificate or food safety equivalent <b>Required</b>                    | 8         |
| Food Safety Culture   | 1         |
| Receiving and Recall  | 1         |
| Wisconsin Food Code   | 1         |
| <b>Total Training Hours Operations (Code 2000)</b>                                | <b>24</b> |
| <b>ADMINISTRATION</b>   |           |
| <b>FOOD SERVICE PROGRAM MANAGEMENT – ELECTIVES</b>                                |           |
| Staff Management  | 2         |
| Standard Operating Procedures (SOPs)  | 1         |
| Healthy School Environment  | 2         |
| Water, Energy and Waste   | 1         |
| Emergency Plans   | 1         |
| <b>FINANCIAL MANAGEMENT – ELECTIVES</b>   |           |
| Financial Basics ( <b>Face-to-Face Training: SNSDC Required</b> )                 | 4         |
| Meal Claims and Edit Checks   | 2         |
| School Foodservice Budgeting  | 2         |
| School Foodservice Financial Analysis   | 1         |
| Meal Pricing/Food Costing   | 1         |
| <b>HUMAN RESOURCES AND STAFF TRAINING – 1 training hour required</b>              |           |
| Civil Rights Training <b>Required</b>   | 1         |
| Human Resource Management/Policy and Procedures                                   | 2         |
| Professional Standards Training and Tracking                                      | 2         |
| Retention, Promotion and Recognition  | 2         |
| Employee Health, Safety and Wellness  | 2         |
| <b>FACILITIES AND EQUIPMENT PLANNING – ELECTIVES</b>                              |           |
| Purchasing and Maintenance  | 1         |
| Equipment Maintenance and Care  | 1         |
| <b>OTHER PROGRAMS – 1 training hour required</b>                                  |           |
| Special Milk, Afterschool Snack, Fresh Fruit/Vegetable, Wisconsin School Day Milk | 1         |
| <b>Total Training Hours Administration (Code 3000)</b>                            | <b>2</b>  |
| <b>COMMUNICATIONS AND MARKETING</b>   |           |
| <b>4 training hours required</b>  |           |
| Strategic Marketing Plans and Program Promotion <b>Required</b>                   | 2         |
| Customer Service  | 1         |
| Communication Skills <b>Required</b>  | 2         |
| School And Community Communications   | 1         |
| Smarter Lunchroom Techniques  | 2         |

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| <b>Total Training Hours Communications and Marketing (Code 4000)</b>                      | <b>4</b>  |
| <b>Total Electives</b>  | <b>4</b>  |
| <b>Total training hours to earn Short Track GOALS Certificate – with nutrition degree</b> | <b>45</b> |

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| <b>GOALS Training Hour Requirements – without nutrition degree</b>   |           |
| Candidates without a degree in nutrition must obtain the 45 training hours listed above in addition to 10 training hours in nutrition courses. |           |
| <b>NUTRITION</b>   |           |
| NUTRITION EDUCATION – 2 training hours from the following courses  |           |
| Nutrition Activities   | 2         |
| Classroom Activities   | 2         |
| School Garden or comparable  | 2         |
| GENERAL NUTRITION – 8 training hours in Nutrition 101 or similar   |           |
| Nutrition 101 <b>Required</b>  | 8         |
| <b>Total Training Hours Nutrition (Code 1000)</b>  | <b>10</b> |
| <b>Total Training Hours</b>  | <b>45</b> |
| <b>Total training hours to earn Short Track GOALS Certificate – without nutrition degree</b>   | <b>55</b> |